



SUBJECT: **JOB OPPORTUNITY: Escort**

OPEN TO: **Ordinarily Residents (OR) only**

POSITION: **Escort**

OPENING DATE: **08/07/2015** **CLOSING DATE:** **08/21/2015**

WORK HOURS: Intermittent/When Actually Employed

LENGTH OF HIRE: 30 work days per year (work on an as needed basis)

SALARY: Position Grade: FSN-1 (CZK 124, - per hour)

The U.S. Embassy in Prague, Czech Republic, is seeking an employee for the position of Escort.

BASIC FUNCTION OF POSITION

Interested in working for short periods of time, or fill other temporary staffing needs?

The Embassy is currently accepting applications for a temporary, when actually employed (WAE) Escortman position under a PSA Limited appointment (employed for up to 30 days in a year). This person escorts visitors and contractors in unclassified areas of the Embassy, Ambassador's and DCM's Residences, and other US Government property in Prague.

This position is open to Ordinarily Residents (OR) only. An Ordinarily Resident person is a Czech citizen or other nationality who has legal, permanent resident status within the Czech Republic and has the required work and/or residency permits for employment in country.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education: Completion of elementary school is required.
2. Language Proficiency: Level I speaking/writing English (rudimentary) is required. Level III speaking/writing Czech (good working knowledge) is required.



3. Skills and Abilities: Ability to organize and watch people.

ADDITIONAL SELECTION CRITERIA

Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

TO APPLY

Interested candidates for this position must submit a current resume or curriculum vitae (CV) that provides education and employment history, citizenship, veteran's status, and a notation if you have ever worked for the U.S. Government before.

SUBMIT APPLICATION IN WRITING BY E-MAIL TO:

HROPrague@state.gov. Please include "Escort" in the subject line.

Or by fax to: 257-022-811

Or by mail to:

Human Resources Office

American Embassy Prague

Trziste 15

118 01 Prague 1, Czech Republic

CLOSING DATE FOR THIS POSITION: August 21, 2015

The U.S. Mission in the Czech Republic provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.